

## STAFFORD COUNTY SCHOOL BOARD

### Agenda Consideration

**TOPIC:** Amendments to Policy 5-33  
Insurance/Retirement Plan

**ITEM NO:** 4C

**PREPARED BY:** H. Charles Woodruff, II  
Assistant Superintendent  
for Financial Services

**MEETING:** May 11, 2004

**ACTION DATE:** May 25, 2004

Lucy N. Maddy  
Director of Payroll  
and Benefits

---

#### ACTION REQUESTED BY THE SUPERINTENDENT:

That the School Board approve revisions made to Policy 5-33, Insurance/Retirement Plan.

---

#### KEY POINTS:

- Update Insurance/Retirement Plan Policy 5-33 for contracted employees to be consistent with School Board benefit changes approved on February 3, 2004.

#### SCHOOL BOARD GOAL 6:

Introduce programs to enhance employee status, within the school division and the community at large, so that employees are aware of their value to school and community. Measurable Objective 10 – By July 2004, the school division will implement a health benefits package with options for all employees.

**FUNDING SOURCE:** N/A

**AUTHORIZATION REFERENCE:** N/A

Insurance/Retirement PlanResponsible Department: Department of Financial ServicesA. Insurance

## 1. Workers' Compensation

Injuries to employees from accidents in the line of duty are compensable under the State workers' compensation act.

The superintendent shall develop regulations for the required reports to protect the employee's rights as well as those of the Stafford County School Board.

## 2. Health Insurance

## a. Contracted full-time employees

The school board shall pay a portion of the employee's premium cost for those desiring individual health coverage under the group health insurance plan selected by the board. Family coverage shall be provided for the superintendent and assistant superintendents should such coverage be desired. ~~Other e~~Employees who desire coverage for family members may shall have the employee portion of the premium cost deducted from the monthly check compensation.

## b. Contracted part-time employees (minimum of 18.75 hours per week)

~~Prior to July 1, 1999 the school board shall pay 50% of the employee's premium for those desiring individual health coverage under the group health insurance plan selected by the board. The employee shall pay 50% of this premium. On and after July 1, 1999, for those employees desiring individual health coverage under the group health insurance plan selected by the board, the board shall pay 60% of the employee's premium for those individuals employed continuously by the board for less than five (5) consecutive years, 70% of the employee's premium for those employees who have been employed continuously by the board for five (5) or more consecutive years but less than 10 consecutive years, and 80% of the employee's premium for those employees who have been employed continuously by the board for ten (10) or more consecutive years. The employee shall pay the balance of any premium. Part-time employees who~~

Insurance/Retirement Plan (continued)

Responsible Department: Department of Financial Services

~~desire coverage for family members may have the premium deducted from the monthly check.~~

On and after July 1, 2004, for those employees desiring health insurance coverage under the group health insurance plan selected by the board, the board shall pay 70% of the school board's portion of the premium cost for those individuals employed continuously by the board for less than five (5) consecutive years; 80% of the school board's portion of the premium cost for those employees who have been employed continuously by the board for five (5) or more consecutive years but less than ten (10) consecutive years; and 90% of the school board's portion of the premium cost for those individuals employed continuously by the board for ten (10) or more consecutive years. The employee shall pay the balance of any premium cost. Part-time employees who desire coverage shall have the employee portion of the premium cost deducted from monthly compensation.

c. Retired Employees

Effective July 1, 1999, the board shall permit individuals who retire from full-time contracted employment with the board on or after July 1, 1999, with not less than five (5) consecutive years of qualifying service immediately prior to discharge to participate at the employee's expense under the board's group health plan by paying the monthly premium in advance. Effective July 1, 1999, the board shall pay a portion of the health insurance premium of those qualifying individuals who were employed under contract with the board on a full-time and continuous basis for not less than ten (10) consecutive years immediately prior to retirement and who retired on or after July 1, 1999, after having reached a minimum of 50 years of age, however, the board reserves the absolute right to reduce, increase, suspend, cancel, or terminate such payments at any time for any reason whatsoever. The superintendent is directed to implement this policy through regulation.

3. Group Life Insurance

## PERSONNEL

## Insurance/Retirement Plan (continued)

Responsible Department: Department of Financial Services

The school board provides a group life insurance program through the Virginia Retirement System for all full-time employees. Premiums are paid by the school board.

4. Liability Insurance

The school board carries a blanket general and legal liability policy for all employees. Premiums are paid by the school board.

**B. Retirement Plan**

Membership in the Virginia Retirement System is mandatory for all full-time employees. Individual contributions are based on a percentage of total annual salary. Effective July 1, 1991, the school board will pay the 5% employee contribution.

Editor's Note

See also division regulation #R5-33.

## PERSONNEL

Insurance/Retirement Plan

Responsible Department: Department of Financial Services

Legal Reference: Through June 30, 1999

Code of Va., §2.1-20.1:02. Health insurance program for employees of local governments, local officers, teachers, etc.; definitions. -"A. The Department of Personnel and Training shall establish a plan or plans subject to the approval of the Governor, for providing health insurance coverage for employees of local governments, local officers, teachers and retirees, and the dependents of such employees, officers, teachers and retirees. The plan or plans shall be rated separately from the plan established pursuant to §2.1-20.1 to provide health and related insurance coverage for state employees. Participation in such insurance plan, or plans shall be (i) voluntary, (ii) approved by the participant's respective governing body, or by the local school board in the case of teachers, and (iii) subject to regulations promulgated by the Department..." (1997)

Editor's Note

Subsections B, C and D provide for the establishment, administration and financing of the program by the Department of Personnel and Training. Within subsection E "teacher" is defined as meaning "any employee of a county, city or other local public school board."

Adopted by School Board: March 24, 1987

Amended by School Board: May 24, 1988

Amended by School Board: June 9, 1992

Amended by School Board: April 20, 1999

Amended by School Board: September 28, 1999